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6790  
4-15-61  
REASON  
30 (7)

**CONFIDENTIAL**

28 March 1961

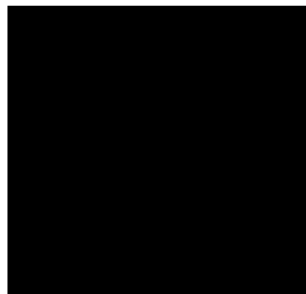
**MEMORANDUM FOR THE RECORD:**

**FROM :** Chief, Fiscal Division

**SUBJECT:** Individual Earning Statements, Individual  
Leave Records, and SF 1150

1. On 20 March 1961 a meeting was held in the office of the Deputy Comptroller to discuss the format of the Individual Earning Report and the Individual Leave Record that will be furnished to the Payroll Branch of the Fiscal Division, when the Vouchered Fund Payroll is processed on the RCA Computer.

2. The following were in attendance:



Finance Division  
Division  
Finance Division  
- Area Records Officer  
ADPD  
Division  
Division

22  
62  
38  
35  
41079  
89  
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3. All those in attendance at the meeting with the exception of [redacted] agreed that it was necessary for the payroll offices of the Fiscal and Finance Divisions to have Individual Earning Statements and Individual Leave Records in approximately the same format that they are now prepared on the IBM equipment. These records are used to answer inquiries in connection with unemployment compensation requests for individuals as to the amounts paid to them by pay periods and for the purpose for answering and settling any questions from employees as to the compensation paid for any pay period.

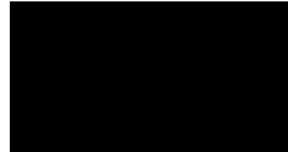
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4. [redacted] took the position that these records were referred to very seldom and that the cost of preparing them was not justified in view of the fact that the comprehensive payrolls prepared for each pay period would provide this information in detail.

5. The Deputy Comptroller decided that an Individual Earning Statement should be furnished to the Fiscal and Finance Payroll Branches in approximately the same format in which they are being prepared under the IBM procedure.

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6. The meeting adjourned before any determination was reached as to whether or not an Individual Leave Record similar to that now being prepared would be furnished to the payroll offices.



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